



Agriculture Program Supervisor IV

Class Code: 1168 - Exam Code: 6FA3102

Opening Date:	08/19/16
Closing Date:	09/09/16
Type of Examination:	Departmental Open
Salary:	\$5,971 - \$7,434
Employment Type:	Permanent Full-time
	Permanent Part-time
	Permanent Intermittent
	Limited Term Full-time
	Limited Term Part-time
	Limited Term Intermittent
Exam Type:	Statewide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Spot examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, September 9, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- All applications must include “to” and “from” dates (month/day/year) and time base.
Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: **Suzanne Conrad**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

CROSS FILE

If you meet the entrance requirements for this class and for the Agriculture Program Supervisor III which has the same final filing date, you may file for both examinations on the same application. Please write the name of each examination you are filing for on the application.

FINAL FILE DATE

Final Filing Date: **Friday, September 9, 2016.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.

All applications must be received by the Final Filing Date, Friday, September 9, 2019. Mailed applications must be **POSTMARKED** no later than the Final Filing Date. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in October or November 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Either I

One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor III.

Or II

Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor II.

Or III

Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; or livestock and poultry disease prevention, control, and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county, or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy, or agricultural products; two years of which must have been in a

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MINIMUM QUALIFICATIONS, CONTINUED

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supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development, and program evaluation. (Experience in the California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor III.) (Possession of a doctorate degree in a biological science, chemistry, chemical engineering, or a closely related field may be substituted for two years of the non-supervisory experience.)

and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL REQUIREMENTS

Positions supervising a dairy program within the Division of Animal Health and Food Safety Services require the possession of a Registered Dairy Inspector Certificate.

POSITION DESCRIPTION

Under general direction, incumbents are responsible for the most sensitive and complex programs. Incumbents have responsibility for all program resources, which may include supervising permanent and/or seasonal staff, and/or local government and Federal employees. Programs deal with highly sensitive, controversial, complex, or technical subject matter requiring technical knowledge and staff services skills, and are generally characterized by one of the following criteria:

1. Responsible for the largest and most complex program.
2. Responsible for a moderate-sized, highly sensitive program.
3. Responsible for multiple moderate-sized program areas within the largest, most complex and more sensitive programs.
4. Responsible for multiple small-sized program areas within the largest, most complex and highly sensitive programs.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

Qualifications Appraisal Interview - Weighted 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

KNOWLEDGE AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Leadership Competencies

The State of California Leadership Competency Model provides examples of the successful leadership behaviors associated with each defined competency. These competencies are the basis for a number of personnel management practices including, but not limited to, the development of selection methods, training, individual development plans, and performance management.

The following are the applicable general leadership competencies for this class series, displayed in competency clusters:

Fostering a Team Environment: Communication; Interpersonal Skills; Team Leadership; Conflict Management

Creating Organizational Transformation: Change Leadership; Vision and Strategic Thinking; Flexibility; Global Perspective

Maximizing Performance Transformation: Analytical Thinking; Decision Making; Customer Focus; Planning and Organizing; Thoroughness

Building Trust and Accountability: Ethics and Integrity; Personal Credibility

Promoting a High Performance Culture: Fostering Diversity; Workforce Management; Developing Others

Classification Specific Competencies

The following additional competencies are specific to the Agriculture Program Supervisor class series.

Creative Thinking: The ability to look at situations from multiple perspectives; to create solutions to problems using novel methods and processes; and the tendency or ability of individuals to do or create something new.

Diagnostic Information Gathering: The ability to identify the information needed to clarify a situation and draw out the information when others are reluctant to disclose it.

Empowering Others: The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; share significant responsibility and authority; and allow employees' freedom to decide how they will accomplish their goals and resolve issues.

Professional and Personal Development: The commitment to improve one's technical and personal growth.

Resource Management: The ability to ensure the effective, efficient, and sustainable use of public service resources and assets, human and financial resources, real property, and business information.

Technical Competencies

The following technical competencies are specific to the Agriculture Program Supervisor class series.

Administration:

Knowledge of organization and purpose of the department and division, and its relation to Federal, State, and county agencies in related work; project management methodologies and principles; principles and practices of organization, administration, personnel, and budget management; and agriculture industry practices and organizations as appropriate for the class.

Knowledge of and ability to apply administrative procedures required in the enforcement of laws and rules; and Federal, State, Department, Division, and Branch policies and procedures to Branch operations.

Contracting/Procurement:

Knowledge of various types of contracts, techniques for contracting or procurement, contract negotiation and administration, and contract management in order to effectively obtain written documentation and to ensure the delivery of products or services.

Financial Management:

Knowledge of State budget.

Ability to prepare, justify, and/or administer the budget for program areas; plan, administer, and monitor expenditures to ensure cost-effective support of programs and policies; and assess an organization's financial condition.

Legal, Government, and Jurisprudence:

Knowledge of laws, rules, regulations, executive orders, and Industry practices and standards pertaining to agricultural program areas assigned; legal practices and administrative procedures to be followed in the enforcement of related statutes; legislation and regulation writing processes; investigative techniques; court procedures, rules of evidence, and techniques for testifying as an expert witness.

Ability to conduct investigations, prepare evidence, initiate civil and criminal prosecutions, and to provide expert testimony; and to develop, analyze, and present legislative and regulatory proposals.

Scientific:

Knowledge of relevant scientific and technical terms and principles relevant to and applicable to program success; basic principles of plant, plant pest, agriculture, wildlife, and other natural resource research; principles of ecology, statistical methods, and scientific research and methodology; land use practices with regard to their general effect on agriculture, natural resources, and the environment; State and Federal environmental rules, regulations, and requirements; the technical information required to obtain and maintain the required license, certification, and/or scientific specialty; and the effects of chemicals and/or pests on human health, natural resources, and the environment.

Ability to collect, analyze, review, check, interpret, and evaluate scientific, environmental, and technical data, report and reach sound conclusions, and prepare clear, complete, and technically accurate reports.

Technical (Non-Scientific):

Knowledge of industry principles, practices, and methods pertaining to agricultural program areas assigned.

Ability to interpret and apply industry principles, practices, and methods to agricultural program area assigned.

Technology:

Knowledge of current and developing technology and trends relevant to program areas.

Ability to operate personal computers and utilize applicable software.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each

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EDUCATION AND EXPERIENCE, CONTINUED

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candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@cdfa.ca.gov

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

GENERAL INFORMATION, CONTINUED

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922